	RESOURCE LIBRARY - SWITCHBOARD Handling Bomb Threats	<i>Code:</i> 03.02.004
		<i>EDITION:</i> 1
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Bomb Threat Card

Keep calm, listen very carefully and write down the exact words of the message in this space

When the message has been given, ask the following questions if the information has not already been given:

Where is the bomb?

What time will it go off?

What kind of bomb is it?

What does it look like?


What is the reason?

Date of call:

Time of call:

Name of Operator:

Complete reverse side immediately.

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Bomb Threat Card continued

To be completed by the person who received the call immediately after the call is terminated, and before taking any further action.

The boxes below are to be ticked as appropriate. This will assist in determining if the call is genuine. Give as much additional information as necessary in the space.

SEX AND AGE:

- Man
- Woman
- Child
- Young
- Old

SPEECH

- Rational
- Rambling
- Hurried
- Ascent
- Impediment
- Intoxicated

MESSAGE

- Read
- Spontaneous
- Serious
- Joking

BACKGROUND NOISE

- Traffic
- Machinery
- Aircraft
- Music
- Typing
- People
- Other

TELEPHONE

- Call Box
- Overseas

CALL THE GENERAL MANAGER WHEN THIS FORM IS COMPLETE